

PRELIMINARY - FOR REVIEW ONLY

ANNEX B
TO
APPENDIX 4-E
OF
CHAPTER 4 TO
S0300-B2-MAN-010/SOM
SUPSHIP OPERATIONS MANUAL

PRELIMINARY - FOR REVIEW ONLY

ANNEX B

NAVSEA STANDARD PHRASEOLOGY

1. Discussion. The standard phraseology herein is promulgated as NAVSEA Standard Phraseology. Each user activity shall utilize this standard phraseology to ensure reliable and consistent reproduction of the wording contained herein. An efficient way to ensure this goal is to store new phraseology in a permanent memory form such as on computer systems media or other means. When a phrase is required it will be reproduced from the stored memory. This reproduction will ultimately save considerable labor in the production process and will immediately improve accuracy and reduce the need for extensive proofreading of Work Items.

2. Changes. Additions, deletions, or modifications to this standard phraseology shall be made by submitting the recommended change to the SSRAC for consideration at the annual meeting. The following basic guidelines shall be applied when evaluating new proposed phrases.

A. Phrases shall be applicable for all user activities and, therefore, not limited to a particular class of ships.

B. Phrases should be limited to a minimum number of sentences. Phrases containing numerous sentences will be referred for consideration as a NAVSEA Standard Work Item.

C. The sentence structure shall be grammatically applicable for singular and plural situations. To achieve this, the word "each" should be utilized in lieu of having to pluralize words within the phrase every time repair, replacement, removal, installation, testing, etc., when more than one unit needs to be addressed.

D. Each phrase shall express a complete thought, in clear, concise language which is contractually sound as required by Appendix 4-E, Section VII, paragraph B-4(f). Conciseness is a key area of concern.

E. Sentence structure of phrases shall be verb, noun format as required by Appendix 4-E, Section VII, paragraph B-4(e).

F. Each phrase shall identify compliance requirements as required by Appendix 4-E, Section VII, paragraph B-4(e).

G. Ambiguous wording shall not be used as indicated in Appendix 4-E, Section VII, paragraph B-4(f).

H. Do not refer to the word "paragraph" when referring to another part of the Work Item (except for Attachments). For example:

PRELIMINARY - FOR REVIEW ONLY

"3.____ Remove equipment listed in 1.3."

I. All references to NAVSEA or NAVSUP drawings or technical manuals should start with the drawing or technical manual number and omit the word NAVSEA or NAVSUP. The above will facilitate the recall of a numerical listing of references by drawing/technical manual number utilizing word processing equipment. For example:

S9086-VG-STM-010/CH-634, Deck Coverings

J. Minimize the number of blanks contained within phrases which must be filled in by the planner/surveyor.

3. Organization. The standard phraseology presented below is organized into seven sections and, with the exception of Section C, each phrase within each section is assigned a unique identification number. The seven sections are identified by the letter designation of the section, followed by a unique number. The seven sections are as follows:

- A. Standard phraseology for invoking Category II Standard Items, for use in various disciplines. Use of this section is mandatory.
- B. Standard phrases for general use in various disciplines.
- C. Not used (incorporated in Appendix 4-E).
- D. Standard phrases for use in structural disciplines.
- E. Standard phrases for use in mechanical disciplines.
- F. Standard phrases for use in electronic and electrical disciplines.
- G. Standard phrases for use in the piping disciplines.

4. Instructions. Guidance instructions are also provided where appropriate. The guidance instructions and notes are listed first, then the phrase and the phrase number. If any guidance instructions or notes are applicable to the blanks, these will appear before the phrase. Standard phrases which cannot stand alone or phrases where optional uses are permitted will generally contain a note. The phrases herein which include the words "using 2.____ for guidance." shall be deleted when guidance is not available. The words "in accordance with 2.____." shall be substituted when 2.____ requirements are mandatory.